



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 493.7

Job Title: **SENIOR LEGAL WORD PROCESSOR**

Pay Grade: 13

GENERAL SUMMARY:

Operates several kinds of word processing machines to store, retrieve and produce hard copies of various legal forms, briefs, letters, documents, reports and publications.

RESPONSIBILITIES:

- Operates magnetic-card/disk/magnetic-tape typewriter, word processing system, CRT Console and/or printing machine to store, retrieve and produce hard copies of various legal forms, letters, documents, reports and publications.
- Types, corrects and edits legal briefs to be submitted to the courts.
- Corrects errors in grammar and spelling.
- Loads tapes, cards or disks into machines.
- Sets controls for margins, spacing and tabulations.
- Centers and places material so as to produce an attractive finished copy.
- Performs specialized functions on word processing machine such as line justifying, page numbering, common mistake search, topic search and statistical retrieval.
- Proofs material and makes corrections.
- Files and properly stores original material and finished copies, tapes, cards and disks.
- Enters and retrieves statistical information for use in special reports.
- Updates log of reference numbers and dates recorded on each tape, card and disk.
- Enters information on standardized and specialized forms stored on tape, cards and/or disks.
- Calls up and customizes form letters by adding individualized information.
- May operate other office machines such as electric typewriter, copy machine, and 10-key.
- May assist in training and checking the work of Legal Word Processor Operators.
- May enter information directly into machine from recorded message using earphones and recording unit.
- May perform routine maintenance and correct minor mechanical problems.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

EXPERIENCE:

Two years of general clerical work experience including one year of word processing experience are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Legal Word Processing Operator
Senior Legal Word Processing Operator
Office Supervisor

Effective: October 1990

Revised: January 2002